

Tree for Every Delawarean Initiative (TEDI)

CALL FOR PROPOSALS

DNREC Division of Climate, Coastal and Energy
100 W. Water Street, Suite 10B
Dover, DE 19904

The Department of Natural Resources and Environmental Control (DNREC) engages with partner organizations to support tree planting projects in the State of Delaware. Tree for Every Delawarean Initiative (TEDI) is a direct partnership between DNREC's Division of Climate, Coastal and Energy, and the Department of Agriculture's Delaware Forest Service (DFS). The TEDI program is part of Delaware's comprehensive plan to respond to climate change by reducing greenhouse gases in the atmosphere. Planting trees increases carbon sequestration and storage in forest lands and community greenspaces, providing a meaningful contribution toward Delaware's climate mitigation commitment, also outlined in Delaware's Climate Action Plan.

This Call for Proposals (CFP) includes important information about the fiscal year 2023 funding opportunity including eligible projects, eligible applicants and proposal requirements. Please contact Cathryn Soriano at Cathryn.Soriano@delaware.gov or call (302) 735-3480 with questions.

Deadline: Proposals must be submitted no later than 5:00 p.m., Friday, July 1st, 2022.

Available Funding: Individual project grants through this proposal may range from \$5,000 to \$20,000. Funding for TEDI is appropriated each year by the General Assembly. It is anticipated that there will be state funds available for TEDI beginning July 1, 2022 (fiscal year 2023).

Eligible Projects: Afforestation and reforestation tree planting projects within the State of Delaware.

Eligible Applicants: Eligible applicants include Delaware State Agencies, Conservation Districts, Counties, Non-Governmental Organizations having 501(c)(3) status, and Tribal Governments. Eligible applicants should also own/maintain the land where the project is proposed.

Ineligible Applicants:

- Contractors, consultants, and property management companies
- Municipal governments
- Homeowners Associations

The ineligible applicants above are eligible to apply for Urban and Community Forestry (UCF) grants provided by the Delaware Forest Service and are highly encouraged to apply to the UCF program. A portion of the annual state funding allocation for tree plantings goes to the UCF program to help support tree plantings in urban areas. Examples can include urban plantings in counties, cities, towns city/town/county parks, churches, and homeowners' associations. For more information, please visit the UCF website at <https://agriculture.delaware.gov/forest-service/urban-and-community/funding-opportunities/>. Interested applicants are highly encouraged to reach out to UCF coordinators to begin the planning process in advance of the UCF grant application date, which typically falls between early-January early-March of each year.

Eligible Costs: Funds can be used to purchase trees, shrubs and related planting and maintenance supplies. There is no set price limit on cost per tree. The TEDI team recognizes the substantial cost difference that may

exist among various projects, which can greatly vary dependent on existing site/soil conditions and current land use.

Ineligible Costs: Funds may not be used to support salary and other staffing expenses, or purchase of large equipment such as dozers, trucks, augers etc.

Match: No match is required; however, match is highly encouraged.

Submissions: Applicants are limited to one proposal; however, the proposal can include multiple tree planting sites.

Timeline:

July 1, 2022	Deadline for proposals
July 29, 2022	Notification of funding
Aug - Sept 2022	Procurement process, including MOAs and issuance of Purchase Orders
June 1, 2023	Deadline for final invoices and all projects completed
June 30, 2023	Deadline for final reports

Proposal Instructions:

- Proposal submissions are due to the Division of Climate, Coastal and Energy no later than **5:00 p.m., Friday, July 1st, 2022.**
- Proposals must be submitted via email to Cathryn Soriano at cathryn.soriano@delaware.gov. Please reach out via email with additional questions or call (302) 735-3480.
- Proposals must use the attached TEDI Proposal Template. The Proposal Template sections include organization contact, project scope, and program criteria including habitat improvement, underserved communities, project efficiency, community outreach, and project feasibility.

Project Considerations: Grantees must conduct and coordinate all necessary scheduling, volunteers, staffing site preparation, and purchase of trees, materials and supplies as needed to implement planting projects. Projects should also consider:

- Tree selection (native tree species are required unless prior approved by DFS or DCCE)
- Native tree species specific to Delaware can be found by visiting <https://documents.dnrec.delaware.gov/fw/conservation/Native-Indigenous-Trees-of-Delaware.pdf>
- Planting density and light/soil moisture requirements
- Site preparation and existing soil conditions
- Proper safety precautions (call Miss Utility before you dig)
- Planting time (Note: It is not recommended to plant trees after late May in Delaware due to summer drought stress)
- Watering and establishment needs
- Long-term maintenance
- A list of technical resources can be found by visiting de.gov/tedi

Evaluation Criteria and Project Selection: DNREC seeks to fund projects that support tree planting at various scales and in a variety of settings. Proposals may be approved for full or partial funding and/or approved for funding with conditions. Proposals will be reviewed based on the following Evaluation Criteria (100 points) and ranked by a team comprised of DNREC Division of Climate, Coastal and Energy, Delaware Department of Agriculture's UCF Program, and other state agencies. Evaluation criteria total 100 points:

1. Scope for Afforestation/Reforestation (25 points)
2. Project benefit (25 points)
3. Outreach (20 points)
4. Match (15 points)
5. Overall feasibility (15 points)

Transfer of Funds: Transfer of funds will take place in one of two mechanisms, as specified below.

State Agencies:

- A Memorandum of Agreement will be secured between DCCE and the receiving DNREC division or agency for all requests.
- Funding will be transferred through an Intergovernmental Voucher or IV.

Non-state Agencies:

- A Memorandum of Agreement will be secured between DCCE and the receiving party for requests between \$5,000 and \$9,999.
- A Professional Services Agreement will be secured between DCCE and the receiving party for requests between \$9,999 and \$20,000. Funding will be processed according to Delaware's Procurement Requirements (<https://mymarketplace.delaware.gov/spp.shtml>).
- Purchases cannot be made using these funds until the agreement is signed and a Purchase Order is secured by DCCE.
- Funding will be transferred on a reimbursement basis after specific tasks or milestones of the project are completed and an itemized invoice is submitted to DCCE.
- The grantee must first hold adequate liability insurance according to the State of Delaware liability requirement.
- All recipients must have a W-9 on file with the State Division of Accounting and must be registered as an approved supplier.

Final Reporting and Documentation:

- All tree planting projects must be completed, and all invoices submitted by June 1, 2023.
- Tree planting data must be entered into the TEDI Tracker by June 30, 2023 (links for entering planting data will be provided within the Agreement).
- Organizations and agencies receiving TEDI funds are required to acknowledge the source of funding in their publications or websites, when possible, as well as keeping DCCE staff informed when planting dates are established.
- A final report must be submitted to DCCE by June 30, 2023 to include:
 - Name of site/community and location for each planting project
 - Number of trees planted, including tree species and seedling size
 - Partner organizations involved in planting project, if applicable
 - Full accounting of funds spent, including invoices for all purchases
 - Final planting designs for each project site
 - Maps and/or photographs of planting projects and associated tree-planting events